**Organizing Research with Note Cards**

Note cards are used to organize your research and can either be created using Noodle Tools or, if you do not have access to Noodle Tools, using 3 X 5 cards.

There are two types of cards that you will use to do research:

1. **Bibliography card** – each card contains the information needed to cite one source
2. **Note Card** – each card contains a single idea or piece of information from a source

**Bibliography Cards**

* Each source should be given a different number
* You should list the topic or category that applies to this source.
* List the citation information in MLA format.

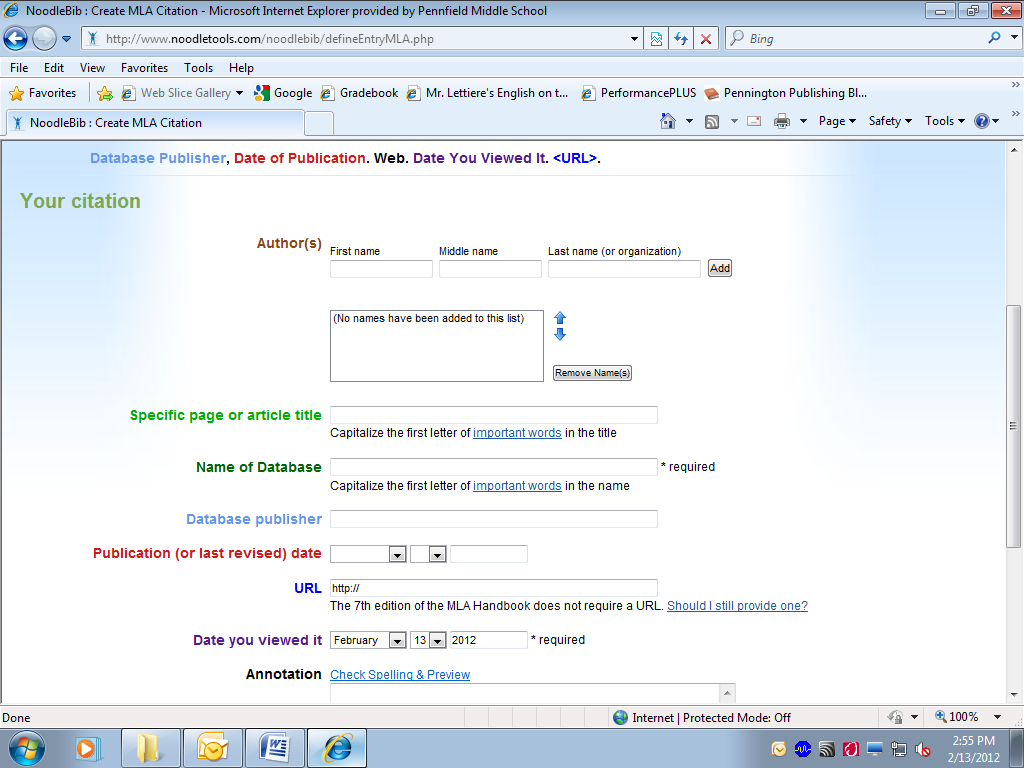
**Example of a citation entered on a 3 X 5 card**

|  |
| --- |
| **Source #** |
| **Major topic or Category** |
|  |
| *In this section enter your citation information* |
| *Example of a book citation:* |
| Author’s Last Name, First Name. Publication Title. Publishing Location, |
| Publisher. Year Published |
|  |
|  |
|  |
|  |
|  |
|  |

**Entering a Citation in Noodle Tools:**

* Click on the Bibliography link
* Select your citation type and then click *Create Citation*
* Answer all of Noodle Tools’ questions
* Fill in the elements of the citation. If any information is not available, leave that box blank.

**Example of the Elements of the Citation page (online database):**



**Note Cards**

* The purpose of note cards is to organize your information
* Each note card should focus on one single idea – it should have only one or two sentences
* There are four types of notes:
  1. Direct quotation – repeats the words of a source exactly. You must use quotation marks around the quoted material and make sure you copy every letter and punctuation mark exactly as presented in the source
     + Use when the idea is well stated in a source (powerful, funny, clear)
  2. Paraphrase – states the idea presented in the source but is not in the same words as the source
     + You should always paraphrase your source information unless you have a good reason to quote or summarize your source
  3. Summary – explains the idea in a source in fewer and different words than the source
     + You should use a summary when the source passage is too long to either quote or summarize
  4. Quotation plus summary or paraphrase
     + Use this when you want to quote the source, but also need to provide additional explanation to make the quotation clear.

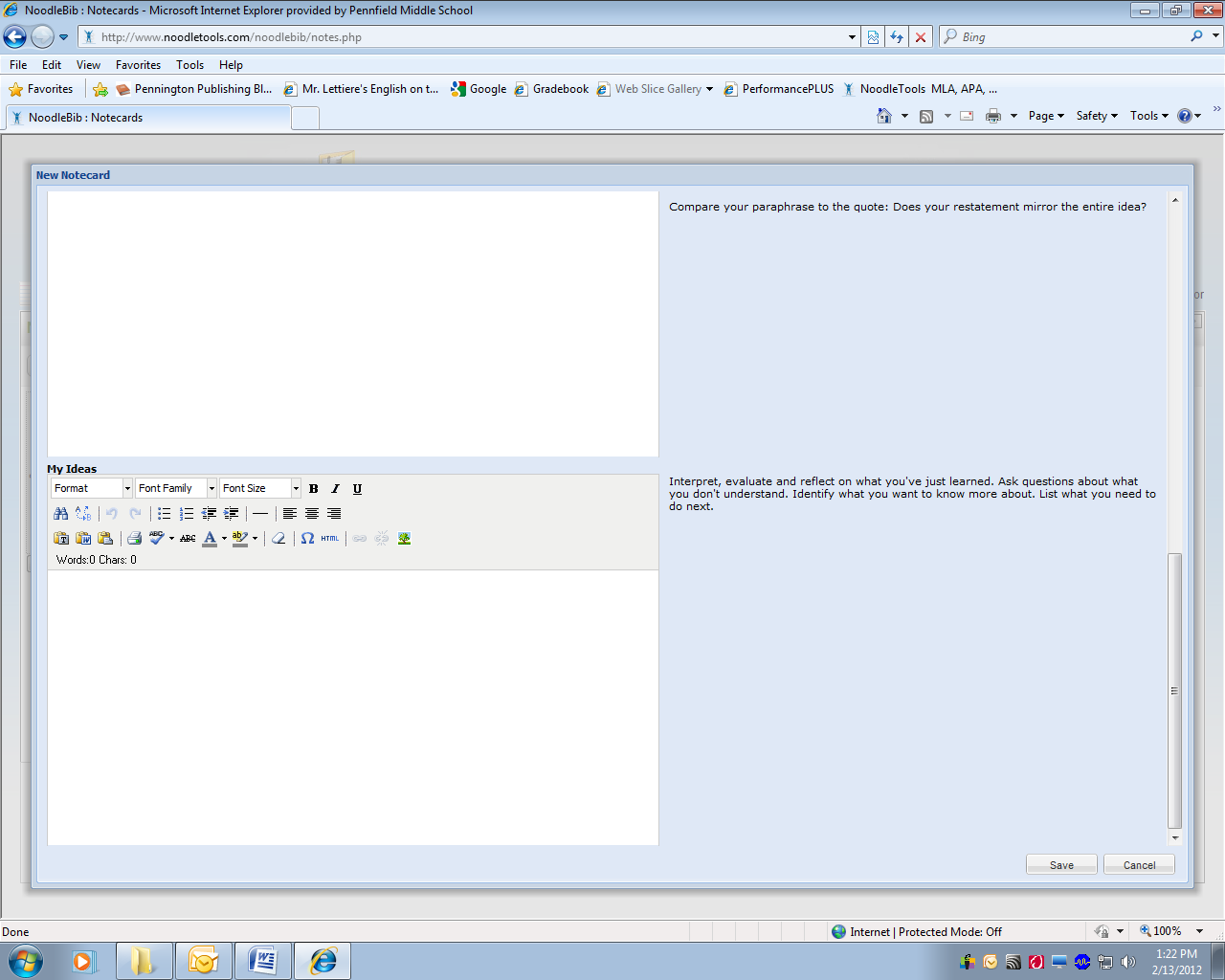
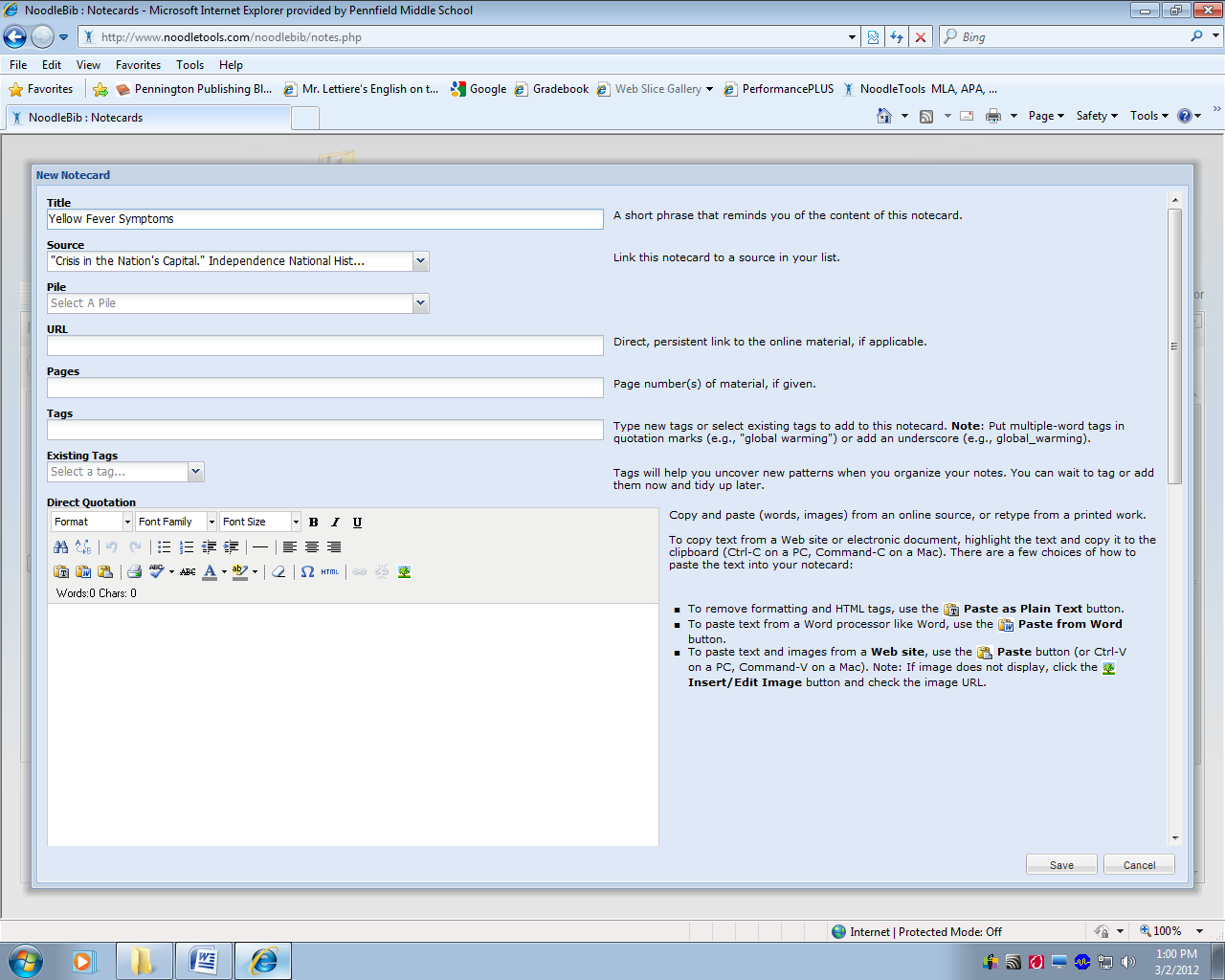
**Tips for Note Taking:**

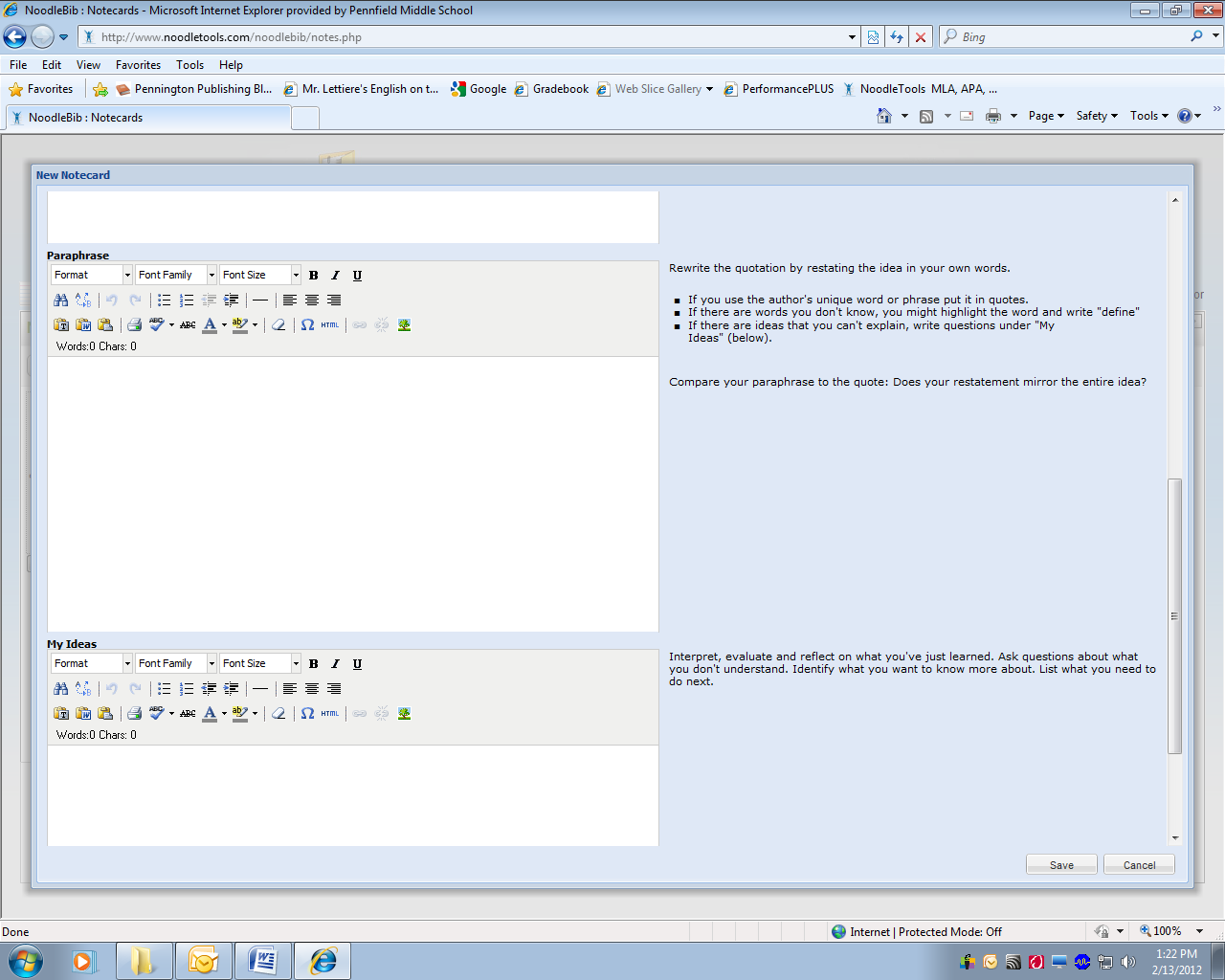
* Keep your topic (thesis) in mind at all times; you do not want to record information that is unrelated to your topic.
* When you paraphrase or summarize, you must express the idea from the source.
* When you quote a source, be accurate. If you don’t need the entire quote, use an ellipsis (…) to indicate any words that have been left out.
* Make sure any facts or statistics are correct.
* Make sure your page references are accurate

**Handwritten notes entered on a 4 X 6 card**

|  |
| --- |
| **Source #**  **Number of Card** |
| **Major topic or Category** |
| *(Descriptive word or words that tells you what the information on the note card is about)* |
|  |
| “On the top, copy the passage word for word from the source – using quotation marks |
| to show it is copied. Use ellipsis (…) in place of words left out and [brackets] around words |
| added in to have the quote make sense. Put the page number after the end quote.” |
| (Author pg #). |
|  |
| On the bottom half of the card, paraphrase the quoted passage into your own words. |
| You may also make an observation, comment, or connection that will help you understand |
| and/or incorporate the quoted information. |
|  |
|  |
|  |
|  |
| **Page # of the information** |
|  |

**Online Note Cards in Noodle Tools:**





Note: Your title must tell you the topic of the notecard.

Note: If the information on your note cards is from a source, you **must** choose which source the information is from.

You may make an observation, comment, or connection that will help you understand and/or incorporate the quoted information.

Paraphrase the quoted passage into your own words. Be sure to retain the author’s meaning. Do not add information.

“Copy the passage word for word from the source – using quotation marks to show it is copied. Use ellipsis (…) in place of words left out and [brackets] around words added in to have the quote make sense. Put the page number after the end quote.”